Installing the Legislative Staff Portal on Android tablets:

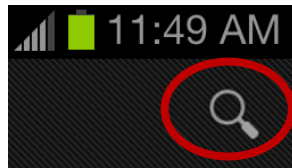The Legislative Staff Portal utilizes the Citrix Receiver App to deliver Legislative Network tools and resources to your Android tablet. The Legislative Staff Portal provides Legislative Network capability while working away from the Legislative Complex. The Legislative Staff Portal enables secure email and file access from internet capable desktop computers, laptops and mobile devices, such as tablets and smart phones.
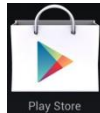
1. Tap the **Play Store** icon on your Android tablets.

2. Tap the Search icon.

3. In the Search area, enter Citrix.

4. Tap Citrix Receiver.

5. Tap Install to install the Citrix Receiver app.
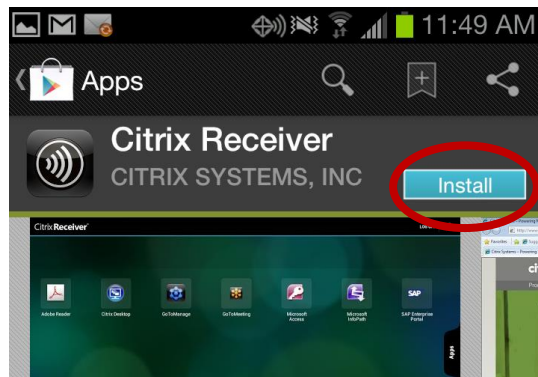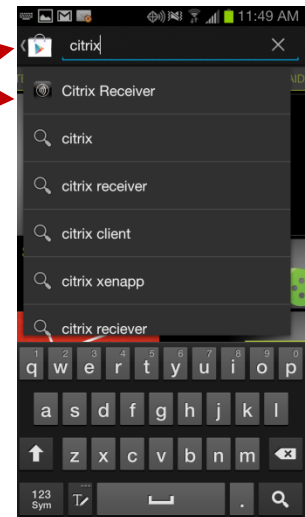
6. Tap Accept. When download completes, tap Open.
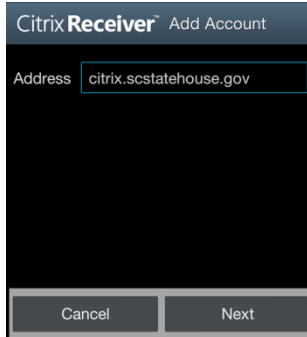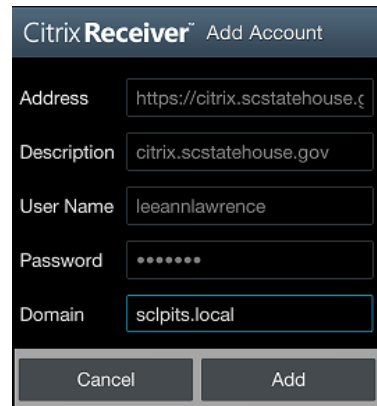
7. Tap **Add Account.**

   Add Account

8. At the Address area enter **citrix.scstatehouse.gov**. Tap **Next**.

   Citrix **Receiver** Add Account

   Address citrix.scstatehouse.gov

   Cancel   Next

9. Change the Description if desired.
   Enter your **LSA Network User Name** (no spaces).
   Enter your **LSA Network Password**.
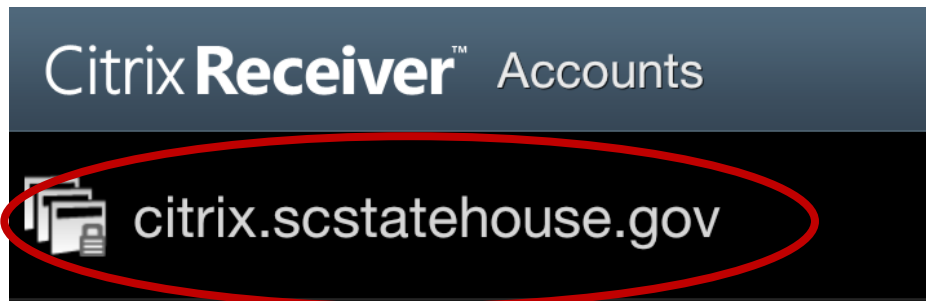   In the Domain area enter **sclpits.local.**
   Tap **Add.**

   Citrix **Receiver** Add Account

   Address   https://citrix.scstatehouse.g
   Description   citrix.scstatehouse.gov
   User Name   leeannlawrence
   Password   •••••••
   Domain   sclpits.local

   Cancel   Add

10. Tap the newly created Account (here the account description is citrix.scstatehouse.gov)

11. Enter the **LSA Network password**. Tap **Connect**.

12. The **Legislative Staff Portal** home screen will be displayed. The menu will contain a listing of all assigned LSA Network apps. The **Legislative Staff Portal** is opened and is available for your use.
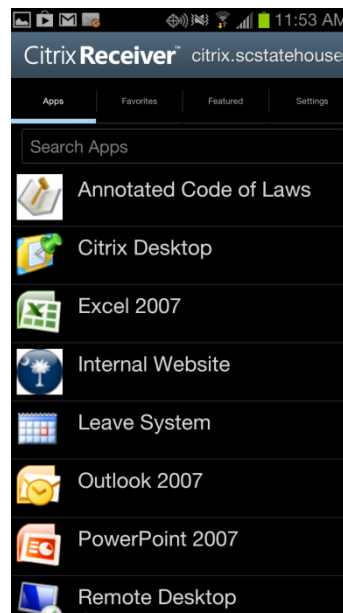
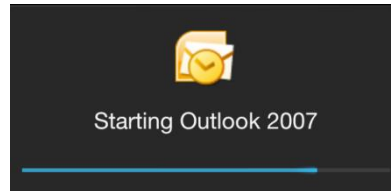*Apps on the menu can be added to the Legislative Staff Portal Favorites.*

13. To add an application to Favorites, tap and hold an application in the Apps tab.

14. **To launch an app:** Tap the app once on your **Legislative Staff Portal** Desktop or Favorite.

Starting Outlook 2007

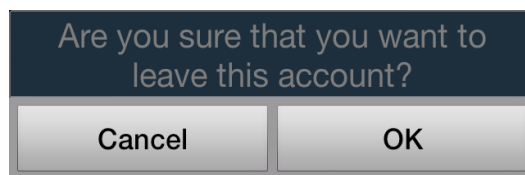15. The chosen app will start.

To Disconnect from the Legislative Staff Portal

1. *Open the Accounts **menu** by tapping the* [image] *symbol at the top right of the Android tablet.*
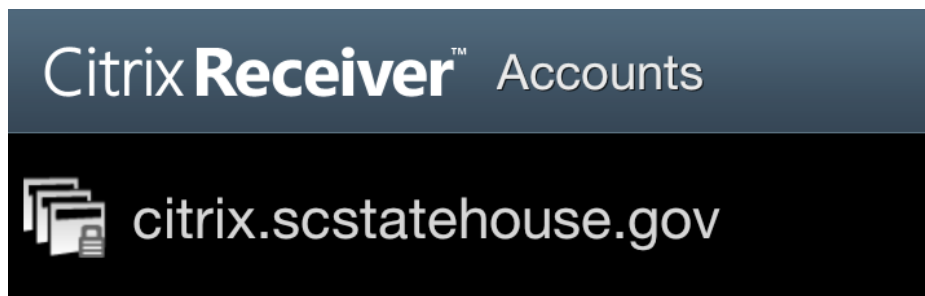
   | Log Off |
   | Add Account |

2. **Tap** Log Off.
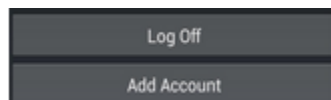
3. Tap OK to exit the account

   Are you sure that you want to leave this account?

   | Cancel | OK |

4. The Log On screen will be displayed.

   Citrix Receiver™ Accounts

   citrix.scstatehouse.gov
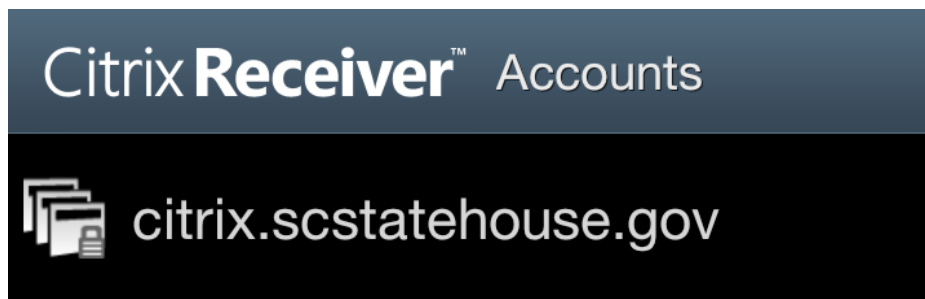
To Log On to the Legislative Staff Portal (Android tablets)
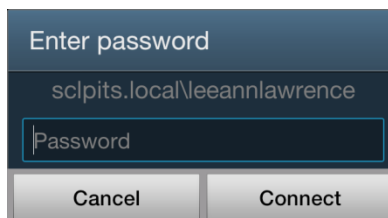
1. Tap the CitrixReceiver app ⬛ on your Android tablet.

2. The **Citrix Legislative Staff Portal Log On** screen will be displayed.

3. Tap **citrix.scstatehouse.gov (or the Account Description you entered at installation)**

4. **Tap** on an App

5. Type your **LSA Network Password**

6. Tap the **Connect** button.